



Plan Routing Information:

BUILDING INSPECTIONS

800 4th AVENUE EAST
WEST FARGO, ND 58078
PHONE: (701) 515-5380

The Inspections Department receives and routes plans to the various departments. The plan holder must provide the following information as listed below. Failure on your part to provide completed, sufficient and correct documentation may result in delays to your project. The Inspections department must receive departmental approvals before a building permit can be issued.

Plan Routing Application:

Provide a completed Plan Routing Application. A plan review and routing fee may be required.

Plans Required:

Provide a total of 2 hard copy sets of bound and clearly marked plans along and a PDF copy to the inspections department with the following contents:

Inspections Dept.: 1 set of complete wet stamped plans; including Construction Plans and Construction Specifications.

Fire Dept.: 1 set containing Civil site plans, Landscape plans, Architectural Floor plans, Fire Sprinkler and Alarm plans and Elevations.

Planning Department, Engineering Department, Public Works Department and Health Department (if required) will receive electronic copies from the Inspections Department as needed.

PDF Electronic plans shall be submitted in separate files as per discipline (i.e. Architecture, Structural, Civil, Fire Protection, Mechanical, Plumbing, Electrical, Kitchen, etc.).

NOTE: approvals will require a detailed drawing showing the following items:

1	Address of Project	7	Drainage plans, storm sewer lines, sizes, inlets, manholes, etc.
2	Name and Phone Numbers of Contact Persons	8	Sewer service locations, sizes, cleanouts, manholes, etc.
3	Legal description (Lot, Block and Subdivision)	9	Water service locations, valves, hydrants, sprinkler lines, sizes, etc.
4	Detailed and dimensioned site plans.	10	Landscaping (parking lot, open space)
5	Easements (if any present)	11	Residential Protection Standards
6	Driveway locations, access controls, etc.	12	Construction plans

Planning Department:

Maegin Elshaug – (701) 515-5370 – 800 4th Avenue East - This department reviews for compliance with the most current Land Development Code. Including but not limited to the use and dimensional requirements, landscaping and all zoning requirements.

Engineering Department:

Jerry Wallace – (701) 515-5104 – 800 4th Avenue East - This department will review for compliance with the most current engineering standards. Including but not limited to site access to right-of-ways, site drainage, presence and location of services, and presence of any city easements.

Fire Department:

Dell Sprecher – (701) 515-5608 – 108 1st Street - This department will review for compliance with the most current Fire Codes. Including but not limited to the necessary proximity and numbers of fire hydrants both on public and private property, the location and sufficiency of access drives on your property, and turning radii available on your site for department vehicles.

Health Department:

Grant Larson, Restaurant-Food/Environmental Health Practitioner. 701-241-1364 – 401 3rd Avenue North, Fargo, ND this department will review for compliance with the most current Restaurant Codes.

DOCUMENTS REQUIRED FOR FILING

Failure on your part to provide the minimum documents may cause delays in the routing, review and permitting process. These need to include but are not limited to the following:

New commercial building projects require professional design drawings if:

1	Complexity warrants by the estimation of the reviewer
2	Project is more than two stories inclusive of basement and, with consideration given for the presence of a mezzanine.
3	Project includes group A, E, I, or H occupancy
4	Project is 10,000 square feet or more and is not classified as a group S or U.

Commercial remodeling and or additions require professional designs if:

1	The International Existing Building Code is utilized
2	Existing building or addition is over 2 stories
3	Value of project is \$250,000 or more or exceeds 50% of the West Fargo Assessor's market value of the existing structure
4	Complexity warrants design based on the estimation of the reviewer

When plans are submitted that have been prepared by a design professional, those submittals must have an original wet stamp signature of the designer, e.g. architectural and structural engineers.

	One completed Application
	Title sheet and index including a Code Summary.
	Civil Site plan as per the requirements listed on the attached civil site review checklist.
	Fire and life safety plan along with an egress and exiting plan showing graphically or by legend the occupant load, exit path, location and rating of building elements such as fire walls, fire barriers, fire partitions, fire-resistive corridors, smoke barriers, stair enclosures, shaft enclosures and horizontal exits.
	Foundation and basement plan and details
	Dimensioned floor plans for all floors
	Wall elevations of all exterior walls including adjacent ground elevation.
	Sections and details of walls, floors and roof, showing dimensions, materials.
	Structural plans and elevations showing size and location of all members, truss design showing all connection details, and stress calculations.
	Room finish schedule showing finishes for walls, ceilings and floors in all rooms, stairways, hallways and corridors.
	Kitchen Plans, these include equipment layout, schedules, specifications and cut sheets.
	Door schedule showing material, size, thickness and fire-resistive rating for all doors.
	Electrical plans, diagrams, details and grounding of service entrance and power or lighting information required for energy conservation.
	Plumbing plans showing location of fixtures, risers, drains, and piping isometrics.
	Mechanical plans showing location and size of ductwork, equipment, fire dampers, smoke dampers and equipment schedules showing capacity.
	Fire protection plans showing type of system, location of sprinkler heads, standpipes, hose connections, fire pump, riser and hanger details. See attached sheet from the Fire Department.



CIVIL SITE REVIEW CHECKLIST

Revised: 11/23/16

Note: Depending on permit submittal capacity and assuming all proper items are submitted, three to four weeks shall be allotted for review by City staff. For certain requirements, a lengthened review time may be necessary as determined by City Staff. The following are the minimum engineering requirements that shall be shown on the plans submitted for the Civil site portion of the permit:

GENERAL

- Project name and address.
- Legal Description and boundary of property (i.e. lot, block, plat)
- Name and address of plan preparer and date prepared.
- Name of contact person.
- North arrow and legend on all applicable sheets.
- Survey uses 1929 datum (NGVD 29) which is listed and correlates to plan elevations.
- Work within the City right-of-way and easements shall have associated details in the plans that conform to the City of West Fargo Standard Details. Sidewalks, driveways, and underground utilities are some examples. These City Standards are available at Moore Engineering, Inc.
- Plans Stamped by Registered Engineer in the State of North Dakota, and the name and address of Engineer if other than the primary plan preparer.
- Note, these plans may be done either by hand or generated by computer aided design, but must be legible and to scale. Non-conforming plans will be returned to plan preparer for resubmission. Time for review will be initiated when legible plans are accepted by the City Building Inspections Department.

SITE PLAN

- Easements of record with dimensions, including proposed easements and associated documentation, if any.
- ADA ramps in the right-of-way shall meet all ADA requirements, including truncated dome assemblies oriented perpendicular to the walk.
- Driveway locations, dimensions, city details, and any other access control.
- List the building gross square area and open space requirement and provided open space area.
- List the total site area and total impervious area of the site. This should also be listed as a percent impervious area which will correlate to the retention requirements.
- Other Department - Sanitation receptacles (dumpsters) identified and located in an accessible location. Questions can be directed to Logan Jacobson, Sanitation Manager, at (701) 515-5400.
- Other Department - List the number of parking and ADA stalls required and the number of parking and ADA stalls provided. Questions can be directed to Maegin A. Elshaug, Planning Director at (701) 515-5370
- Detailed and dimensioned site plans including setbacks to building and parking lots.

GRADING

- Provide benchmark(s) and elevations using 1929 datum (NGVD 29).
- Existing ground elevations in discernible intervals to interpret existing drainage patterns on the site and surrounding areas and corresponding benchmark(s).
- City Drainage Plan for the associated plat(s) should be listed on the plans and the pre-determined elevations should be used, which requires showing proposed finish grade elevations at all property corners, property pins, highpoints, low points, and intermediate grade break elevations.

- Proposed detailed site grading plan(s) including spot elevations (or contours) on the site showing drainage patterns, first floor of structures listed, and any spot elevations on perimeter of land boundary to accommodate drainage on adjacent properties if needed.

SANITARY SEWER

- Sanitary sewer service locations, sizes (minimum 6" within City right-of-way or easements), cleanout locations, manhole locations, connection locations and method of connection, and any abandonment and method of abandonment.
- Sanitary service lines will require cleanouts at least every 100' or manholes every 400'.
- For single service mainline connections, it is preferred to connect to the mainline with a wye rather than at a manhole. Situations may vary which requires City Engineer approval.

WATER SERVICES

- Water service locations and sizes (1" minimum within City right-of-way or easements), valve locations, curb stop locations, fire line locations, and any abandonment and method of abandonment.
- Water service line shut off valves shall be placed within City easements or right-of-way and on the meter side of the street.
- All water services to a building or structure shall be metered and shall come off of a City main line, but may not come off of a City trunk line (i.e. 16" watermain) nor off of a fire line. One meter allowed per occupied and addressable building.
- Separate irrigation meters are not allowed unless they have a separate physical address.

STORM SEWER

- No concentrated streams of storm water shall be allowed into the City's right-of-way except through underground storm sewers.
- Storm sewer locations including: pipe lengths and sizes (12" minimum), location of catch basins, location of manholes, and methods of tie-ins into existing storm sewer system whether private or within public easements and right-of-ways.
- If vehicular traffic (i.e. roadways, driveways, etc.) will be above storm sewer pipe within the City's right-of-way or easements, this storm pipe shall be reinforced concrete pipe (RCP). Similarly, for driveways where a culvert lies within the right-of-way, this culvert should be RCP as well.
- City provided regional retention and its correlating percent impervious area; and required local (onsite) retention shall be listed and addressed.

REQUIRED PLAN INFORMATION

- All connections to City utilities shall meet City standards and shall be shown on the plans.
- If performing sidewalk or curb and gutter removal in the City's right-of-way, add the following note: "Replacement of curb and gutter and/or sidewalk shall be done within five working days."
- Any traffic control shall be shown or addressed within the City right-of-way. Traffic control will be required when work operations disrupt the normal traffic flow of pedestrians and/or vehicles such as lane closures or sidewalk closures and shall follow MUTCD standards.
- Notes on the site plans stating the following:
 1. All work within the City right-of-way or easements shall require an Excavation Permit from the City of West Fargo Public Works Department.
 2. Any work on existing City-owned utilities shall require notification to the City of West Fargo Public Work Department by the Contractor 24 hours prior to commencing work.
 3. If the land boundary denoted on the plans encompasses more than 1 acre, a Notice of Intent to obtain a Storm Water Pollution Control Permit shall be acquired by the Contractor and Owner from the North Dakota State Health Department 7 days prior to construction. This notice of intent shall be provided with the building permit application.
 4. The City's Storm Water Management Permit must be submitted with the SWPPP.

PUBLIC UTILITIES

Note: In order for Public Works to accept any public utilities, all materials and installation methods shall adhere to city standards (construction details and specifications are available with City Engineering) and requires City inspection and documentation of the installation. A minimum 48-hour notice is needed to schedule City inspection of the installation. The City must approve the utilities and documentation prior to accepting ownership of the utilities.

- Water Main
 1. All water mains (minimum 8" PVC C900 DR18), hydrants, and hydrant leads (minimum 6" PVC C900 DR18) shall be placed within an easement of adequate width (minimum 20') to allow the City of West Fargo to access and maintain these water mains/appurtenances.
 2. Gate valves shall be placed a maximum of 500' along water mains and located near hydrants if possible.
 3. Water service line shut off valves shall be placed within City easements or right-of-way and on the meter side of the street.
 4. All mains shall be buried to a depth of 7.5' to top of main.
 5. Hydrants shall be placed no more than 10' (typically 5') from curb or edge of roadway.
 6. Hydrant nozzles shall be placed 2.5' above finish grade.
 7. Multiple hydrants shall not be allowed on dead end lines, unless calculations provided demonstrating pressure losses are adequate.
 8. All existing hydrants within 250' of the site shall be shown or addressed.
 9. Existing hydrants that need to be relocated should be removed and brought to Public Works and a new hydrant shall be installed.
 10. All water mains and structures shall have tracer wire installed per city standards.

- Sanitary Sewer Main
 1. All sanitary sewer mains (minimum 8" PVC SDR 35), cleanouts, and manholes shall be placed within an easement of adequate width (minimum 20') to allow the City of West Fargo to access and maintain these water mains/appurtenances.
 2. Manholes shall be placed a maximum of 400' apart along sanitary sewer mains.
 3. All mains shall be buried to a depth of 7.5' to top of main.
 4. All sanitary sewer mains and structures shall have tracer wire installed per city standards.

- Documentation - Building Inspections, Engineering and Public Works require the following documentation provided prior to the issuance of a Certificate of Occupancy and the acceptance of the public utilities.
 1. ND Department of Health letter of approval
 2. Filed easement documentation
 3. Passing reports for:
 - Compaction of backfill (min 95% of Standard Proctor Maximum Density)
 - Bacteria Test on water main
 - Pressure Test on water main
 4. Inspection reports verifying field observation by an approved construction inspector or third-party materials testing firm.
 5. Televising tapes (in electronic video format) for all sanitary sewer pipes demonstrating acceptable sanitary sewer mains.
 6. Record survey to verify location of all public utilities such as sewer, water and storm mains (dwg and pdf file format). GPS points shall be taken at the center of all public utility surface structures including manhole castings, valves, hydrants, etc. and the survey point data will need to be submitted in electronic format (dwg and csv files) to the City Engineer and Public Works Director. This information is necessary to update city maps and records as well as confirm utilities are located within easements.

STORM WATER RETENTION REQUIREMENTS - TABLE OF VALUES

Date of publication: March 2, 2006

Total Acres	General Class Percent Impervious	REQUIRED RETENTION VOLUMES (cu.ft.)						Allowable Release	
		REGIONAL LOCAL RETENTION (basic)			LOCAL RETENTION (with regional) ¹			Approx Outlet Dia. (in.)	Maximum Grade %
		residential	multi-family	commercial	residential	multi-family	commercial		
		50	70	90	50	70	90		
1		5,256	7,269	9,177	--	2,013	3,921	10	0.54
2		10,512	14,537	18,353	--	4,025	7,841	12	0.38
3		15,768	21,806	27,530	--	6,038	11,762	15	0.28
4		21,024	29,073	36,705	--	8,049	15,681	15	0.28
5		26,280	36,342	45,882	--	10,062	19,602	18	0.22
6		31,536	43,611	55,058	--	12,075	23,522	21	0.18
8		42,048	58,148	73,412	--	16,100	31,364	21	0.18
10		52,560	72,684	91,764	--	20,124	39,204	24	0.15
15		78,839	109,026	137,645	--	30,187	58,806	30	0.11
20		105,119	145,368	183,527	--	40,249	78,408	36	0.09
25		137,969	190,796	240,879	--	52,827	102,910	36	0.09
50		289,077	399,764	504,699	--	110,687	215,622	48	0.06
75		453,326	626,901	791,460	--	173,575	338,134	54	0.05
100		630,714	872,211	1,101,162	--	241,497	470,448	54	0.05
160		1,110,057	1,535,091	1,938,045	--	425,034	827,988	60	0.05

- NOTES:
- ¹Local Retention with regional is based on Regional Retention requirements minus basic residential retention volumes.
 - ²Approximate outlet pipe diameters are approximate maximum sizes at the shown grades.
 - *All values of retention are in cubic feet. One foot freeboard minimum shall be required on pond.
 - *Use the values for percent impervious for class shown above unless the percent impervious is calculated and substantiated.

FIRE DEPARTMENT REVIEW CHECKLIST

The Fire Department requests that the following items be included in the plan submittals:

1. A description of the actual use of the building or space so that an Occupancy Group can be determined.
2. General building plans.
3. Location of water hydrants.
4. Sprinkler riser locations and sprinkler plans
5. Fire alarm system plans.
6. Kitchen extinguishment plans.
7. Access and exiting from parking lot for emergency vehicles.
8. Gas shut off valve location.
9. Water shut off valve location.
10. Main electrical shut off switch location.

This list is a general list of requirements for plan review submittals. The plan reviewer may request more information as deemed necessary to determine compliance with the code. Should there be any questions regarding plan submittals please contact the fire department at (701) 515-5608.

Respectfully submitted,

Del Sprecher

PLANNING AND ZONING OFFICE REQUIREMENTS

The following information **MUST** be supplied by the applicant before any permit will be approved:

Required for all permits:

- Name, address and telephone number of person making application.
- Name, address and telephone number of person owning property.
- Name, address and telephone number of contractor and/or architect.
- A site plan to scale showing the location and dimensions of lot lines, building structures and dimensions, parking lot stalls and dimensions, all property easements, existing and proposed signs and any other physical features.
- Building elevation plans showing the types of exterior building materials and the extent of the building (area and/or percentage breakout of materials for each building face).
- Floor plans showing the areas designated for each type of use.
- Location and type of fencing to be installed on property.

Required for sign permit only:

- Plans, location and specifications and method of construction and attachment to the buildings or placement method in ground.
- Location of existing and proposed signs, type of sign, sign dimensions, sign height and distance from property lines/public right-of-ways.
- Copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and City Code provisions.
- Sketch or photo of the proposed signs.
- Such other information as the City shall require showing full compliance with this and all other laws and City Code provisions.



Commercial Building Plan Review Application

BUILDING INSPECTIONS
800 4th AVENUE EAST
WEST FARGO, ND 58078
PHONE: 701-515-5380

Incomplete applications will cause delays in the routing/review and permitting process.

Project Title*:	Is this a Re-submittal? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, an update submittal description is required.
Address:	
Project Value:	
Project Description:	
Owner:	Contact Person:
Address:	Phone: Fax:
	E-mail:
Designer:	Contact Person:
Address:	Phone: Fax:
	E-mail:

TYPE OF IMPROVEMENT:

- New Construction
 Addition
 Remodel
 Demolition
 Move
 Repair
 Miscellaneous
 Temporary

PERMIT FOR:

- Foundation
 Shell
 Interior (Check all that apply)

TYPE OF USE:

- Restaurant/Nightclub
 Recreation/Amusement
 Indoor/Outdoor Arenas/Grandstands
 Church
 Theaters
 Professional Offices/Service
 School
 Daycare
 Industrial/Factory
 High-Hazard Area
 Hospital/Assisted Care
 Retail/Wholesale Store
 Motor Fuel Dispensing Facility
 Hotel/Motel
 Multi-Family Dwelling
 Single Family Home
 Group Home
 Storage/Warehouse Facility
 Motor Vehicle Repair
 Accessory Building
 Other

Complete back side.

DESCRIBE IN DETAIL THE INTENDED USE:

BUILDING/STRUCTURE SIZE:

Width Ft. Depth Ft. Height Ft. No. of Stories Gross Floor Area SF

BUILDING LOCATION ON SITE:

Property Zoning Designation

North Property Setback Distance Ft. Front Side Rear Adjacent to Public Way

East Property Setback Distance Ft. Front Side Rear Adjacent to Public Way

South Property Setback Distance Ft. Front Side Rear Adjacent to Public Way

West Property Setback Distance Ft. Front Side Rear Adjacent to Public Way

BUILDING FIRE SPRINKLERED:

Yes No Partial

REQUIREMENTS FOR CONSTRUCTION IN FLOODPLAIN:

Is the Building Located in the Special Floodplain Hazard area? Yes No (If yes complete the following)

Base Flood Elevation Ft. Flood Protection Elevation Ft. Letter of Map Revision Issued Yes No

Acknowledgement Form Submitted Yes No

For Office Use Only

Occupancy Classification:

A-1 A-2 A-3 A-4 A-5 B E F-1 F-2 H-1 H-2 H-3 H-4 H-5
 I-1 I-2 I-3 I-4 M R-1 R-2 R-3 R-4 S-1 S-2 U

Construction Type:

I-A I-B II-A II-B III-A III-B IV-HT V-A V-B

Septic Permit Required:

Yes No

Planning and Zoning Approval:

P.U.D. Yes No Conditional Use Yes No Overlay District Yes No

Date Approved

I hereby acknowledge that this application is not a Building Permit, nor does it authorize the start of construction.

Signature of Applicant

Date